



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1700.1M

Code 10

9 Aug 10

NAVCUITDIST RICHMOND INSTRUCTION 1700.1M

Subj: ESTABLISHMENT OF WELFARE AND RECREATION COMMITTEE

Ref: (a) BUPERSINST 1710.11C
(b) NRDRICHNOTE 1301

Encl: (1) Request for FY-XX Unit Allocation Funds
(2) BUPERS REPORT 7010-2, Recreation Funds Financial Statement Addendum

1. Purpose. To establish the Command Welfare and Recreation Committee, and procedures for the management of welfare and recreation funds per reference (a).

2. Cancellation. NRDRICHINST 1700.1K

3. Action. The following guidelines shall be implemented to ensure full participation by all personnel:

a. Headquarters, MEPS, and all zones (OPO and EPO) will select a primary and alternate MWR Representatives. The MWR Committee will consist of a President, Vice President, Secretary, and Treasurer, with the Command Master Chief providing oversight as the MWR Chairman.

b. The MWR committee will annually elect the President, Vice President, Secretary, and Treasurer of the MWR committee. All request for funds shall be submitted to the MWR Chairman via the MWR President a minimum of two weeks prior to the event.

c. The MWR Committee will meet quarterly, or as needed, to discuss welfare and recreation plans and report on the status of available funds. Minutes of the meeting will be reviewed and approved by the Commanding Officer via the Command Master Chief. These minutes will be maintained for at least two years.

4. Request for Funds

a. MWR funds are requested from and provided by Commander Naval Personnel Command annually based on the number of military and civil service personnel onboard at the beginning of each fiscal year, per reference (a).

b. The MWR Treasurer will manage all MWR Funds and be designated in writing by the Commanding Officer. The MWR Treasurer will request funds from COMNAVPERS using enclosures (1) and (2) prior to 30 Sep of the respective fiscal year.

c. MWR funds will be made available to zone, MEPS, and headquarters personnel to use throughout the year to support recreation efforts based on the number of military and civil service personnel assigned. The appropriate person-in-charge (e.g., Zone Supervisors, Department Heads) will request funds from the Commanding Officer via the MWR President and Command Master Chief.

d. Audits will be completed by the LSO annually, prior to 01 Oct and submitted to the Commanding Officer via the Command Master Chief for review.



WM. S. O'CONNOR

Distribution:
NRDRICHINST 5216.1G
List III

RECREATION FUND FINANCIAL STATEMENT

BUPERS REPORT 7010-2

REPORTING ACTIVITY

UIC

ANNUAL
REPORT

FOR FISCAL YEAR ENDING		
MONTH	DAY	YEAR

REPORTING TO
COMNAVPERSCOM
PERS 652D

OR
INTERIM
REPORT

MONTH	DAY	YEAR

LINE	INCOME AND EXPENSE STATEMENT		TOTALS	LINE
1	NET WORTH (CASH) BROUGHT FORWARD BEGINNING OF PERIOD		\$	1
	CASH RECEIPTS			
2	RESALE OPERATION INCOME	\$		2
3	VENDING/AMUSEMENT MACHINE INCOME	\$		3
4	TOTAL RESALE/VENDING INCOME (Total of Lines 2 and 3)		\$ -	4
5	EXCHANGE/SHIP'S STORE PROFITS		\$ -	5
6	TRANSFERS FROM BUPERS CENTRAL FUND		\$	6
7	TRANSFERS FROM OTHER RECREATION FUNDS		\$ -	7
8	SPORTS PROGRAM INCOME		\$ -	8
9	ENTERTAINMENT INCOME		\$	9
10	TOURS INCOME		\$	10
11	CRUISE BOOK INCOME		\$ -	11
12	RECREATION PROGRAM AND ACTIVITY INCOME		\$ -	12
13	INTEREST INCOME		\$	13
14	LOAN REPAYMENT FROM INDIVIDUALS		\$ -	14
15	MISCELLANEOUS INCOME (Other income not listed) (ATTACH ADDENDUM)		\$ -	15
16	TOTAL CASH RECEIPTS (Total of Lines 4 thru 15)		\$ -	16
	CASH EXPENDITURES			
17	RESALE MERCHANDISE PURCHASED	\$		17
18	VENDING MACHINE MERCHANDISE PURCHASED	\$ -		18
19	TOTAL RESALE/VENDING MERCHANDISE EXPENSE (Total of Lines 17 and 18)		\$ -	19
20	DISTRIBUTIONS		\$ -	20
21	ENTERTAINMENT EXPENSE		\$	21
22	SPORTS EXPENSE		\$ -	22
23	ELECTRONICS EXPENSE		\$ -	23
24	TOURS EXPENSE		\$	24
25	CRUISE BOOK EXPENSE		\$ -	25
26	EXPENDABLE PROPERTY/SUPPLIES EXPENSE		\$	26
27	NONEXPENDABLE PROPERTY EXPENSE		\$	27
28	VEHICLE PROCUREMENT EXPENSE		\$ -	28
29	SALARIES AND WAGES EXPENSE (Requires Completion of Line 44 & 45)		\$ -	29
30	MAINTENANCE/REPAIR EXPENSE		\$ -	30
31	LOANS DISBURSED TO INDIVIDUALS		\$ -	31
32	MISCELLANEOUS EXPENSE (Other expense not listed) (ATTACH ADDENDUM)		\$	32
33	TOTAL CASH EXPENDITURES (Total of Lines 19 thru 32)		\$ -	33
34	NET WORTH (CASH) AT END OF PERIOD (Lines 1 and 16 minus Line 33)		\$ -	34

RECREATION FUND FINANCIAL STATEMENT

BUPERS REPORT 7010-2

LINE	INCOME AND EXPENSE STATEMENT (From Reverse Side)		TOTALS	LINE																												
35	NET WORTH (CASH) BROUGHT FORWARD BEGINNING OF PERIOD (Line 1 amount)		\$	35																												
36	TOTAL CASH RECEIPTS (Total Lines 4 thru 15)		\$	36																												
37	TOTAL CASH EXPENDITURES (Total Lines 19 thru 32)		\$	37																												
38	TOTAL NET WORTH (CASH) AT END OF PERIOD (Lines 35 & 36 minus Line 37 must equal Line 43)		\$ -	38																												
<p align="center">RECAPITULATION OF NET WORTH (CASH)</p> <table border="1"> <thead> <tr> <th>TYPE OF ACCOUNT/NUMBER</th> <th>NAME/ADDRESS OF BANK</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>39</td> <td>GENERAL CHECKING</td> <td>\$</td> <td>39</td> </tr> <tr> <td>40</td> <td>SAVINGS</td> <td>\$</td> <td>40</td> </tr> <tr> <td>41</td> <td>PETTY CASH FUND</td> <td>\$</td> <td>41</td> </tr> <tr> <td>42</td> <td>UNDEPOSITED CHECKS / CASH ON HAND</td> <td>\$</td> <td>42</td> </tr> <tr> <td>43</td> <td>TOTAL NET WORTH (CASH) CARRIED FORWARD (Must equal the figures on Lines 34 and 38)</td> <td>\$ -</td> <td>43</td> </tr> </tbody> </table>					TYPE OF ACCOUNT/NUMBER	NAME/ADDRESS OF BANK			39	GENERAL CHECKING	\$	39	40	SAVINGS	\$	40	41	PETTY CASH FUND	\$	41	42	UNDEPOSITED CHECKS / CASH ON HAND	\$	42	43	TOTAL NET WORTH (CASH) CARRIED FORWARD (Must equal the figures on Lines 34 and 38)	\$ -	43				
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<p align="center">BANK INFORMATION</p>																																
44	AMOUNT COLLATERALIZED THROUGH BUPERS (PERS-65)			44																												
45	TYPE OF INSURANCE OF BANK ACCOUNT (I.E., FDIC, FSUC, ETC.)			45																												
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52	VEHICLE INVENTORY RECORD (List all vehicles, camping trailers, boat trailers, etc., of hand)			52																												
	Make	Model	Year	Serial Number	USN Registration																											
a																																
b																																
c																																
d																																
e																																
f																																

CERTIFICATION

I certify that the Recreation Fund Financial Statement (NAVPERS 70010/2) is correct and that there are no unreported receipts or expenditures.

CUSTODIAN OR MEMBER OF AUDIT BOARD

SIGNATURE

DATE

I have reviewed the Recreation Fund Financial Statement. I certify that it accurately represents the condition of the Fund and that all disbursements are in accord with the existing regulations. Conditions are satisfactory except where noted. I certify that all assets are protected as required by DOD Financial Management Regulation Volume 13, Appendix C, Accounting Procedures for Navy Nonappropriated Fund (DOD 7000.14-R).

COMMANDING OFFICER

SIGNATURE

DATE

RECREATION FUND FINANCIAL STATEMENT ADDENDUM

BUPERS REPORT 7010-2

Page 1

REPORTING ACTIVITY		UIC	DATE
LINE 15	MISCELLANEOUS INCOME (Other income not listed)	EXPLANATION	Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL MUST MATCH DOLLAR AMOUNT ON LINE 15 FRONT PAGE			TOTAL \$ -

LINE 32	MISCELLANEOUS EXPENSE <i>(Other expense not listed)</i>	EXPLANATION
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL MUST MATCH DOLLAR AMOUNT ON LINE 32 FRONT PAGE	TOTAL	\$ -

ENCLOSURE (2)